

# Inspiring Connections Outdoors (ICO)

## Outing Leader Checklist

Sierra Club’s Inspiring Connection Outdoors provides outdoor opportunities for people with limited access to the outdoors—especially youth—to safely explore, enjoy, and protect the natural world. The outing leader checklist below is intended to ensure that you have completed all the necessary requirements that meet our legal, insurance and safety requirements.

### ICO Outing Leader (Daytrips)

- |   |                     |
|---|---------------------|
| € Sierra Club Member                              | Membership #: _____ |
| € Basic First Aid or equivalent                   | Date: _____         |
| € ICO Outing Leadership Training (OLT) 101        | Date: _____         |
| € Complete ICO Volunteer Application              | Date: _____         |
| € Read and sign Volunteer Agreement               | Date: _____         |
| € Child Abuse Recognition & Prevention (CARP)     | Date: _____         |
| € Background Check                                | Date: _____         |
| € Motor Vehicle Record Check (if driving for ICO) | Date: _____         |
| € Provisionally Lead Outing                       | Date: _____         |

### ICO Outing Leader (Overnight Trips)

- |  |             |
|--|-------------|
| € ICO Outing Leader (Daytrips) Training    | Date: _____ |
| € ICO Outing Leadership Training (OLT) 201 | Date: _____ |
| € Provisionally Lead Overnight Outing      | Date: _____ |

### ICO Volunteer

- |   |             |
|---|-------------|
| € Complete ICO Volunteer Application              | Date: _____ |
| € Read and sign the ICO Code of Ethics            | Date: _____ |
| € Read and sign the Volunteer Agreement           | Date: _____ |
| € Background Check (if local entity requires)     | Date: _____ |
| € Motor Vehicle Record Check (if driving for ICO) | Date: _____ |

### ICO Certified Youth Leader (Age 14 – 17)

*May not drive vehicles containing participants, does not need a background check, and must be accompanied by at least one adult Certified ICO Leader on every outing.*

- |   |             |
|---|-------------|
| € Basic First Aid or equivalent               | Date: _____ |
| € ICO Outing Leadership Training (OLT) 101    | Date: _____ |
| € Complete ICO Volunteer Application          | Date: _____ |
| € Read and sign Volunteer Agreement           | Date: _____ |
| € Child Abuse Recognition & Prevention (CARP) | Date: _____ |

## Currency

ICO outing leaders must refresh certain requirements annually and every four years as depicted in the chart below. If you fall behind on any of these requirements, you must refresh that training before leading any outings. Please use the checklist above to keep track of when your last training was to ensure your trainings don't expire.

| <b>Level 1 Outings Leader Requirements:</b>                                     | In Effect | Currency   |
|---|-----------|--|
| 1. Be a current Sierra Club member  | Now       | Must be current                                  |
| 2. Be at least 18 years old   | Now       | ----   |
| 3. Basic First Aid or equivalent  | Now       | Renew every four years                           |
| 4. <a href="#">Complete ICO OLT 101</a>   | Now       | Renew every four years                           |
| 5. Complete an ICO Volunteer Application  | Now       | Once   |
| 6. Complete the Child Abuse Recognition & Prevention ( <a href="#">CARP</a> )   | Now       | Annually   |
| 7. Pass the criminal background check and a DMV check if driver                 | Now       | Renew every four years                           |
| 8. Read and sign the ICO Code of Ethics   | Now       | Once   |
| 9. Read and sign the Sierra Club Outings Volunteer Agreement                    | Now       | Once   |
| 10. Provisionally lead an Outing with positive feedback                         | Now       | Redo after having not led in the last four years |
| 11. Demonstrate skills appropriate to type of trip                              | Now       | ----   |
| 12. Assist on at least one ICO outing   | Now       | ----   |
| 13. Receive chair approval  | Now       | ----   |
| 14. Complete any additional ICO Group requirements                              | Now       | Per local guidelines                             |
| <b>Additional Level 2 Outings Leader Requirements:</b>                          | In Effect | Currency   |
| 1. <a href="#">Complete OLT 201</a>   | Now       | Must complete only once                          |
| 2. Provisionally lead an overnight outing away from cars with positive feedback | Now       | Redo after having not led in the last four years |